



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Affirmative Action Minutes 12/11/2002

Affirmative Action Advisory Committee
Meeting Minutes
Wednesday, December 11, 2002
7:30 p.m.

In Attendance: Barbara Boltz, Augusta Haydock, Adrienne McClure (Chair), Caryn Cove, Elaine Maclachlan

Absent: Howard Winkler, Jack Jones

Also Present: Dr. Franz Browne, Marjorie Metcalf

Acceptance of minutes. November 13, 2002

Barbara Boltz moved approval as amended. SO VOTED

Current Job Openings

Ms. Cove informed the committee that the Library Director followed up with a minority applicant to ensure her interest in a position but the candidate did not respond to her calls.

The Committee requested that they only see the last two months of hiring activity on the spreadsheet.

Ms. Cove presented the committee with a breakdown by department of minorities working in the town.

School renovation project

The Committee commented that the female and minority numbers were very unsatisfactory. The Committee discussed possible strategies for improving the numbers in future school projects.

Current Bid Projects

The Committee reviewed the current projects put out to bid by the town. The Assistant Director of Planning will be attending a future meeting to go over minority participation on the Reed's Brook Project.

School Diversity Task Group

Barbara Boltz informed the committee that the group had met and formed a list of questions for Gus Martinson, School Personnel Director.

Diversity Training for Town Employees

Caryn Cove informed the committee that she had reserved a date in February for the Department Heads to participate in Diversity Training. Topics will include minority hiring and retention.

Continuing Business

The Committee discussed various strategies to get people interested in serving on the committee.

Presentation of Proclamation

The Chair read a proclamation from the Board of Selectmen to Dr. Franz Browne thanking him for his years of service to the Committee.

Barbara Boltz moved to adjourn the meeting at 9:15 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Affirmative Action Officer